

## **SAMPLE LETTER OF COMMITMENT**

Jon Grant, Director  
U.S. Department of Housing and Urban Development  
Office of Healthy Homes and Lead Hazard Control  
451 - 7<sup>th</sup> Street, SW, Room 8326  
Washington D.C. 20410

Dear Mr. Grant:

(Name of Your Agency) is pleased to support the Department of Community Services and Development's (CSD) application for continued funding of the Lead Hazard Control Program. This application is exciting because it continues the model of combining lead hazard control with our current Low-Income Home Energy Assistance Program and Department of Energy Low-Income Weatherization Assistance Program in targeted units. Even though our weatherization crews are working lead-safe, this layering of programs provides concurrent service delivery to our client base. This proposal to layer these programs could and should be replicated by our peers throughout California and the nation.

As a community-based organization serving low-income residents, (Name of Your Agency) makes every effort to recruit from our low-income community to fill vacant positions in the weatherization program. It is our practice to promote experienced weatherization staff to the lead hazard control crew. However, if this is not possible, we will recruit and train directly from our low-income client base to fill vacant positions in our lead hazard control crew.

(Name of Your Agency) has considerable experience in the area of lead hazard control. (Discuss your involvement in lead at the local level with other entities  
For example, you could say, “We have developed a close working relationship  
with our county health department and they refer cases of Children with EBLs to  
us for lead hazard control work.” If applicable, also say, “We also work with the  
local housing department and provide lead hazard control work to them for their  
projects regulated by Section 1012/1013.”) We currently employ (number) of  
lead-related construction professionals. They include (number) Inspector/Risk  
Assessor, (number) Supervisor, and (number) workers. We have provided lead  
hazard control work to (number of) residential units using (Round I, III, VII, XI or  
other sources of funds). We have also provided (number) Inspections/Risk  
Assessments of residential units using (name source(s) of funds).

(Name of Your Agency) appreciates the opportunity to serve our community by  
providing lead hazard control inspection and work concurrently with the  
installation of weatherization. With this funding, (name of Your Agency) will  
commit to combining the Lead Hazard Control Program with the LIHEAP and  
DOE WAP (you can add other internal resources of funding) in privately owned  
residential units targeting pre-1978 units with children under age six. (Name of  
Your Agency) will provide outreach and intake of households that meet the  
criteria of the Lead Hazard control Program. (Name of Your Agency) will also  
provide the residents with written and oral information on lead hazards and

provide referrals for the target-age children to receive blood lead testing. (Name of Your Agency) inspection staff will conduct the initial inspections/risk assessments, develop project designs, and complete clearance inspections. We will maintain lead hazard control crews with the proper State certifications to complete the work, separate from the inspection staff. In addition, we will work in partnership at the local level with the health and housing departments in identifying units to be served. (Name of Your Agency) will also cooperate with CSD in data and fiscal reporting, all monitoring, and quality control and quality assurance activities.

(Name of Your Agency) expects to match the proposed amount of our award with (a minimum of 10%) in nonfederal funds from (private utilities, local funding, in-kind contributions, owner contributions, CDBG funds). We also expect to leverage (a percent or amount) with (our weatherization funding, HOME funds).

(Name of Your Agency) looks forward to being a full partner in this continuing effort to provide lead hazard control services and add installing Healthy Homes measures in the homes of the low-income residents of our community. We take great pride in serving our community.

Sincerely,

(Signed by Executive Director)  
(Agency Name)